

## **REGISTERED NURSE**

### **PURPOSE AND NATURE OF WORK**

This is responsible technical and administrative nursing work. The incumbent performs basic nursing services within the scope of their training and profession. In addition to all records and reports related to the nursing services, the incumbent provides technical support to other functions in the Risk Management division or the Juvenile Detention Home. Incumbents work under the general supervision of the Risk and Insurance Manager or JDH Operations Manager, depending on area of assignment.

**ILLUSTRATIVE EXAMPLES OF WORK** (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Gives emergency first aid to employees or juvenile detainees who become injured or ill on the job or at the Detention Home, within specific guidelines. Provides nursing care for non-occupational injuries and illnesses. Conducts pre-employment or pre-admission health screens or schedules examinations with a physician. Performs pregnancy tests on female detainees at the Juvenile Detention Home. Administers medication in accordance with standing orders. Conducts periodic, special, and return-to-work health screens. Supervises the operation of the infirmary and administers the ordering and use of supplies and equipment. Participates in the formulation and implementation of administrative policy regarding health care with a physician, Risk and Insurance Manager, and/or JDH Operations Manager. Maintains an accurate daily log by recording observations, treatment, and disposition for most cases. Maintains individual medical records on each employee or juvenile detainee and keeps other records as required. Makes periodic reports and special reports as required. May assist in the promotion and teaching of first aid classes. May counsel employees or juveniles with health problems and refer them to a physician. Makes home visits to determine the health status of ill employees and may investigate causes of absenteeism. Stays informed of new medical developments by reading or researching professional medical literature. Assists in special community health programs such as flu vaccines, blood drive, etc. Assists in the medical management of Workers' Compensation claims, e.g. reviews bills, schedules appointments, and prepares follow-up reports on employees' medical status. Assists in reviewing medical claims for auto and general liability bodily injury claims. Assists group insurance and others in the interpretation of medical terminology. Performs related work as required.

### **NECESSARY KNOWLEDGE, ABILITIES, AND SKILLS**

Knowledge of professional nursing principles including some knowledge of industrial, occupational, psychiatric, or correctional nursing practices, depending on area of assignment.

Knowledge of the health hazards present at various City-Parish operations.

Some knowledge of Louisiana's Workers' Compensation laws.

Ability to keep accurate medical records and prepare required reports.

Ability to relate well with employees, juveniles, and referring physicians.

Ability to maintain confidentiality of medical records.

Ability to maintain a current license.

### **DESIRABLE TRAINING AND EXPERIENCE**

Bachelor's degree in nursing, and a valid license to work as a registered nurse in the State of Louisiana.

### **NECESSARY SPECIAL QUALIFICATION**

Completion of a Louisiana State Board of Registered Nurses accredited program in nursing.